



# PARENTPAY SUPPORT FOR SCHOOLS



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## How to view Payment History

1. Navigate to [www.parentpay.com](http://www.parentpay.com) and log in.
2. Navigate to your Home screen.
3. From the menu, select **Transaction history** > **Payment history**.



4. Select the name of the child, the payment item, and the date range you wish to view.
5. Select **Search**

## Transaction history

### Payment history

Please select the child, item(s) paid for and dates you would like to search.

Name:

Adam

Payment item:

All services

Start date:

01/01/2019



End date:

03/01/2020



Search

6. You will see a full list of all the transactions carried out during the selected period.

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